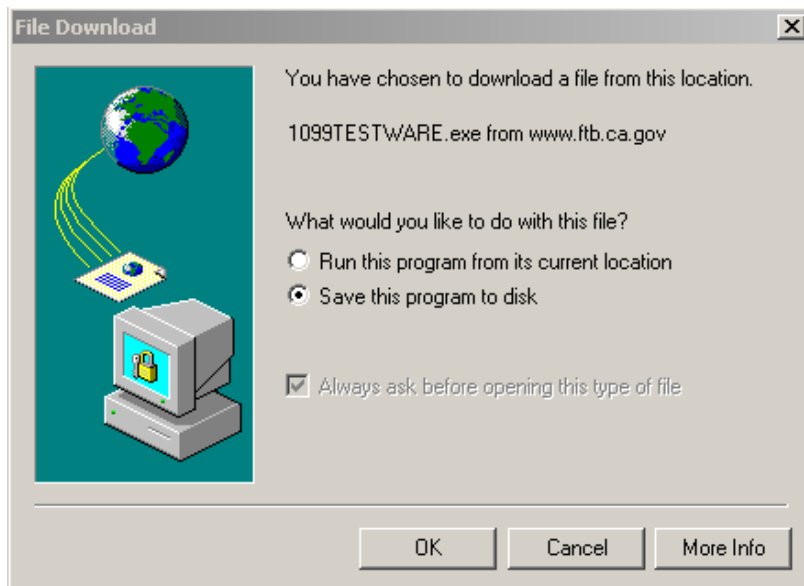


1099 TestWare Instructions

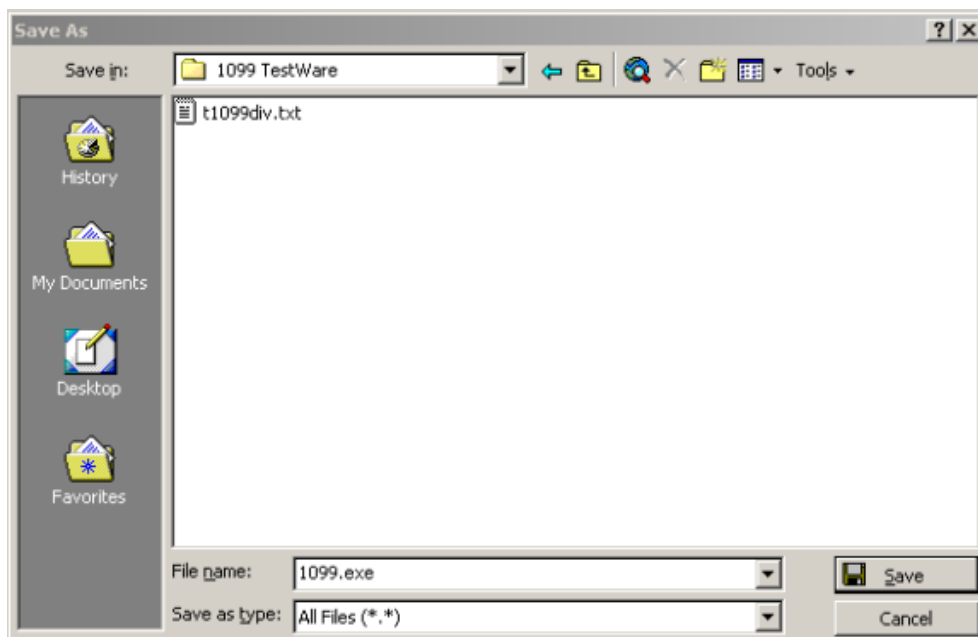
1. Click 1099TESTWARE.exe to start the process for saving 1099 TestWare to your PC. The dialog box below will appear.

Save the 1099 TestWare program and your test file in the same location, in order to easily drag and drop the file onto the TestWare program.

Choose *Save this program to disk* to download program file to your PC. Click *OK*.

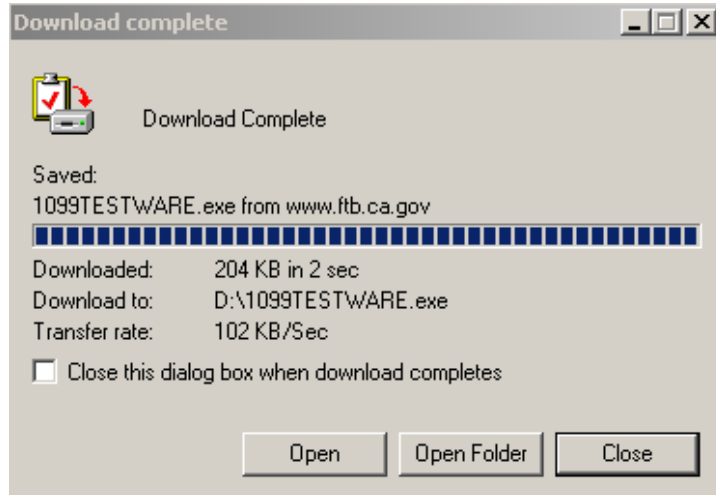


2. Use the drop down box in the *Save in:* field to select the location you want to save the 1099 TestWare program. Click *Save*.



1099 TestWare Instructions

3. The dialog box below will indicate the download is complete.



4. Use Windows Explorer to access the 1099 TestWare program on your PC. Click on your test file, continue holding down the mouse button, drag and drop the test file on top of the 1099 TestWare icon.



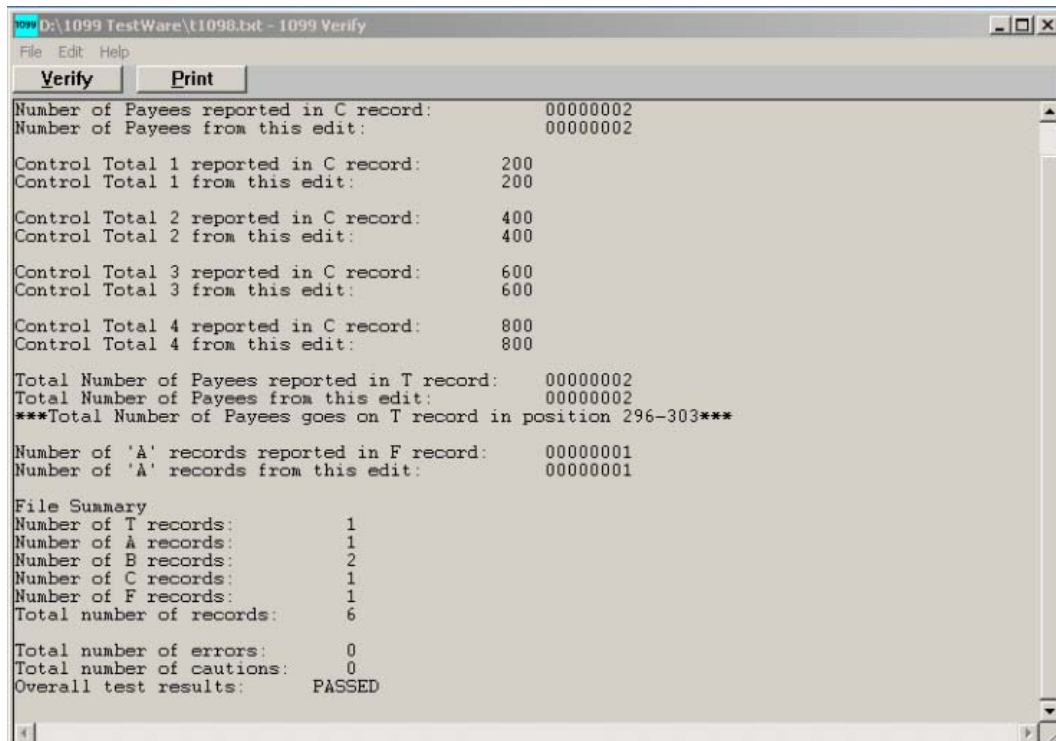
1099 TestWare Instructions

- When you drag and drop your file on top of the TestWare program, the dialog box below immediately appears. Click **OK** to see the results of the test.



- This is an example of a report for a file that did not contain errors based on the 1099 TestWare program. You may save or print the report. This report indicates that your file is ready to send to us.

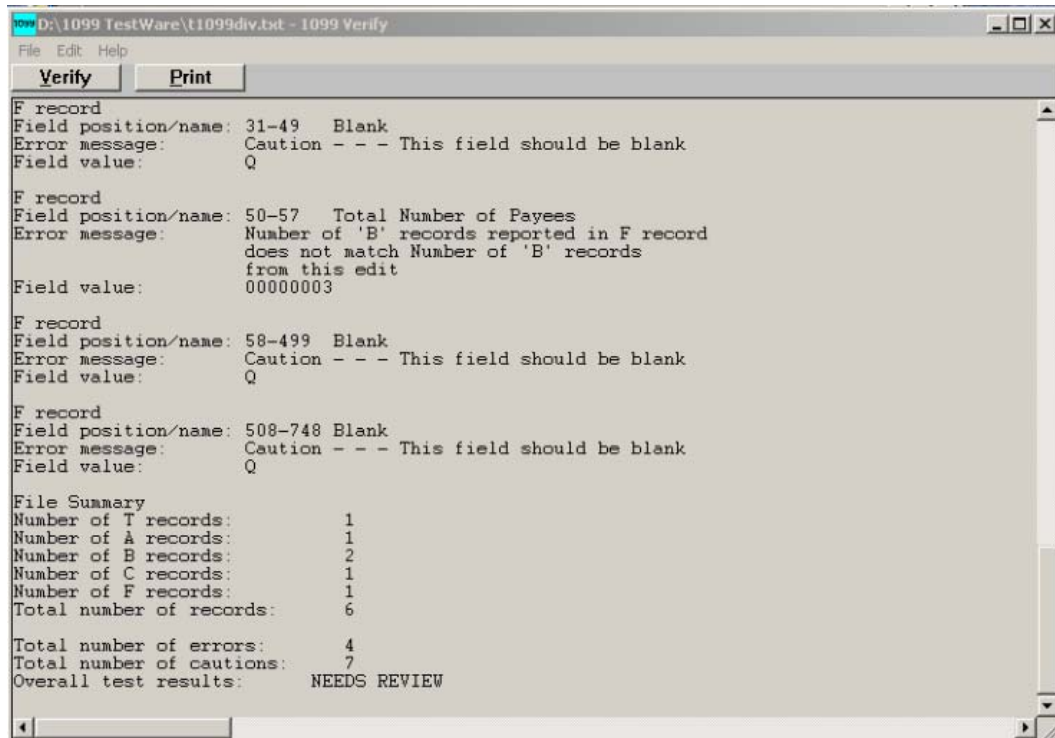
Note: This tool is not designed to determine whether or not FTB will accept or reject a specific file. That determination can only be made at the time a file is received and processed by FTB.



1099 TestWare Instructions

7. This is an example of a report for a file that contained errors. You may save or print the report. If your file contains errors, please make the necessary corrections and repeat the test process before sending your file to us.

Note: This tool is not designed to determine whether or not FTB will accept or reject a specific file. That determination can only be made at the time a file is received and processed by FTB.



The screenshot shows a window titled "D:\1099 TestWare\1099div.txt - 1099 Verify". It has a menu bar with "File", "Edit", and "Help". Below the menu bar are two buttons: "Verify" and "Print". The main area displays the following text:

```
F record
Field position/name: 31-49 Blank
Error message: Caution - - - This field should be blank
Field value: Q

F record
Field position/name: 50-57 Total Number of Payees
Error message: Number of 'B' records reported in F record
does not match Number of 'B' records
from this edit
Field value: 00000003

F record
Field position/name: 58-499 Blank
Error message: Caution - - - This field should be blank
Field value: Q

F record
Field position/name: 508-748 Blank
Error message: Caution - - - This field should be blank
Field value: Q

File Summary
Number of T records: 1
Number of A records: 1
Number of B records: 2
Number of C records: 1
Number of F records: 1
Total number of records: 6

Total number of errors: 4
Total number of cautions: 7
Overall test results: NEEDS REVIEW
```

8. If you have questions about your file format or the 1099 TestWare error messages, please call Data Exchange Services at (916) 845-3778 or send an email to 1099HELP@ftb.ca.gov.